

Program of Requirements (POR)

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I have been reminded that all projects needing Architectural Engineer (A-E) design services must have a Program of Requirements (POR) on file at this office (per ARS Directive 242.2, p 14).

The POR is a written description of need. Providing general project background helps ensure your needs are the focus of the design effort. Your POR should include:

- what you want
- what you need
- when you need it
- where do you want it
- how you want it arranged
- why you need it

[Sample PORs](#) are available.

Please review your ARMPS submittal, and forward a POR for each of your facilities requests. Consider faxing, or [e-mailing](#) each POR after you write it, in your order of priority.

From your POR, I will be writing the design requests (Scopes of Work or Section Js). So the earlier you get your POR in, the quicker we'll be able to complete design and start construction.

For projects with technical difficulty, I'll be glad to work with you to develop individual PORs.

Thanks -

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